

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Child and Family Services Agency**



**Human Resources Administration Issuance: HR-06-2**

TO: All CFSA Staff

FROM: Darlene Mansfield, DHR  
Human Resources Administrator

DATE: May 12, 2006

RE: Night Differential Pay

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The Child and Family Services Agency is responsible for investigating reports of abuse or neglect in the District of Columbia, 24 hours a day, 7 days a week, and 365 days of the year. This requires the CFSA to have staff available to work during non-business hours. Additional compensation, called Night Differential Pay, is provided as an incentive for employees who are willing to work evening and overnight shifts.

Employees who regularly work between the hours of 6:00 pm and 6:00 am will be compensated at a higher rate of pay for work performed during those hours. The difference between the rate of basic pay and the higher rate of pay for shifts occurring between these times is called "Night Differential Pay".

This administrative issuance provides general guidance for staff regarding Night Differential Pay. There may be specific circumstances that are not covered by this issuance. Questions regarding Night Differential Pay may be directed to the CFSA Human Resources Administration at (202) 724-7373.

**Eligibility for Night Differential Pay**

1. Employees, DS Grade 14 or below, whose regular tour of duty is between the hours of 6:00 pm and 6:00 am are entitled to Night Differential pay for work performed during those hours.
2. Employees assigned temporarily to a position with a shift during those hours are also eligible.
3. Employees working on an overtime basis but who do not have a regularly scheduled tour of duty between 6:00 pm and 6:00 am are not entitled to Night Differential Pay.

**Calculation of Night Differential Pay**

1. Night Differential Pay is equivalent to ten percent (10%) of the employee's rate of basic pay. Therefore, the employee is paid the rate of basic pay for his or her position, plus ten percent of the rate of basic pay.
2. Night Differential Pay is calculated for work performed only between the hours of 6:00 pm and 6:00 am when this is the employee's regularly scheduled tour of duty.
3. If an employee works part of a shift that is eligible for Night Differential Pay and part of the shift is not eligible, the employee will only be paid the Night Differential for work performed during the hours that fall between the hours of 6:00 pm and 6:00 am.
4. Night Differential Pay is calculated for work performed after a minimum of fifteen minutes between 6:00 pm and 6:00 am.